



## MEMORANDUM

DATE:  
TO: INTERN CANDIDATE  
FROM: PROGRAM SUPERVISOR  
RE: INTERNSHIP GOALS & OBJECTIVES

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This recreation internship shall be 400 hours and shall include exposure to all functions of the Town of Danville's Recreation Services Department.

**GOAL 1 (main project):**

<Individual, customized goal set with intern>

OBJECTIVES: TBD

**GOAL 2:**

Gain a broad overview of the functions of a municipal recreation department.

OBJECTIVES:

- A. Interview the Program Coordinators, Program Supervisors, and Recreation Services Manager about the Department's program areas, including: Youth, Teens/Outdoor Recreation/Special Recreation, Adults/Seniors, Sports & Fitness/Aquatics, Visual Arts, Performing Arts, Marketing and Facilities Management.
- B. Shadow the Program Coordinator in each of the program areas; observe their daily duties and participate when possible.
- C. Attend Department Staff Meetings.

**GOAL 3:**

Gain an understanding of how Recreation Services interacts with other Town departments.

OBJECTIVES:

- A. Interview the Director of Maintenance Services about the relationship between Maintenance and Recreation Services.
- B. Interview the Economic Development Manager about how Recreation Services contributes to and shares in the economy of the Town.

**GOAL 4:**

Gain an understanding of the directives and purpose of Recreation Services as part of the Town organization.

**OBJECTIVES:**

- A. Interview the Town Manager and/or City Attorney about Town Council and agency prioritization and objectives of Recreation Services in the Town of Danville.
- B. Attend a Town Council, Arts Commission, and/or Parks and Leisure Services Commission Meeting.

**GOAL 5:**

Gain a working knowledge of the Active Net registration software.

**OBJECTIVES:**

- A. Attend training in Active Net for front desk registration and activity maintenance functions.
- B. Assist the Program Coordinators with course input and assist the registrar and the public at the registration desk.